ST/AI/218/Rev.13/Add.1

UNITED NATIONS

SUBJECT INDEX

TO

ADMINISTRATIVE ISSUANCES

October 1991

INTRODUCTION

1. The present subject index to administrative issuances provides the information needed to locate issuances on specific subjects that are current as of 30 September 1991. This publication is issued annually, together with a numerical index, under the symbol ST/AI/218/-.

2. The entries in this index are arranged under major categories and subcategories, numbered for ease of reference. Each entry indicates the subject-matter and the document symbol of current issuances related to it.

3. Excluded from this index are circulars of interest or applicability to project personnel, issued under the series symbol ST/IC/P/-.

4. It should be noted that the description of the organizational structure contained in chapter X does not fully reflect the organizational restructuring under way. Appropriate Secretary-General's bulletins thereon will be issued in due course.

5. Copies of the index are available through official distribution or by checking off the appropriate box in the form provided herein and returning it to the Management Advisory Service at Headquarters.

6. Comments and suggestions concerning this publication will be appreciated. They should be addressed to the Chief, Management Advisory Service, room S-2735, United Nations, New York, NY 10017.

NUMERICAL AND SUBJECT INDICES
TO UNITED NATIONS ADMINISTRATIVE ISSUANCES

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CONTENTS

		Page
I.	**BUILDINGS, PREMISES AND SECURITY**	1
	1. Buildings and premises	1
	2. Garage	1
	3. Passes	2
	4. Safety	2
	5. Security	2
II.	**CLAIMS**	2
III.	**COMMUNICATIONS, ARCHIVES AND RECORDS**	3
	1. Archives and records	3
	2. Communications, correspondence and mailing	3
	3. Pouch	4
IV.	**CONFERENCES**	4
V.	**DOCUMENTS AND PUBLICATIONS**	4
	1. General	4
	2. Regulations for the control and limitation of documentation	4
VI.	**FINANCE**	6
	1. Financial arrangements	6
	2. General	6
	3. Regulations and rules	7
	4. Revenue-producing activities	7
	5. Trust funds	8
VII.	**GENERAL OFFICE PROCEDURES**	8
VIII.	**LIBRARY**	9
IX.	**MISSIONS**	9
X.	**ORGANIZATIONAL STRUCTURE**	10
	1. General	10
	2. Institutes	11
	3. Inter-agency boards and committees	11
	4. Secretariat departments and units	12
	5. Secretariat boards and committees	14
	6. Units servicing voluntary programmes	16

		Page
XI.	**PERSONNEL**	16
1.	Administration/staff relations	16
2.	Allowances, entitlements and grants	17
3.	Appeals	19
4.	Appointments, promotions, vacancy management and redeployment	20
5.	Attendance, leave and working hours	22
6.	Delegation of authority	22
7.	Duties and obligations	22
8.	Job classification systems	23
9.	General	23
10.	Medical and other insurance	25
11.	Pensions, post-retirement services and employment beyond retirement	26
12.	Post adjustment	26
13.	Salary scales and payments	26
14.	Staff regulations and rules	27
15.	Training, career development and examinations	27
16.	United States taxes	28
17.	Visas	28
XII.	**PROPERTY AND SUPPLIES**	29
1.	Property control	29
2.	General	30
XIII.	**PROTOCOL**	30
XIV.	**TRAVEL AND TRANSPORTATION**	30
1.	Automobiles, baggage and customs	30
2.	Expenses	30
3.	General	31
	INDEX	33

SUBJECT INDEX TO ADMINISTRATIVE ISSUANCES

I. BUILDINGS, PREMISES AND SECURITY

1. Buildings and premises

Access to the Secretariat building and the United Nations Garage - ST/IC/88/2

Arrangements for admission to premises, traffic, deliveries, catering facilities and commercial operations for the forty-sixth session of the General Assembly - ST/IC/1991/51

Catering arrangements - ST/IC/83/50; ST/IC/86/16; ST/IC/1991/47

Closure of Headquarters building - ST/IC/1990/80

Committee on Contracts: composition and functions - ST/SGB/Organization, annex I

Elevators:
--Renovation of elevators in the Secretariat building - ST/IC/1990/6
--Use of automated elevators - ST/IC/84/59

Emergency measures for the disposal of waste and related environmental conditions at Headquarters - ST/IC/1990/82

Energy conservation - ST/AI/323; ST/IC/89/34

Excess property - ST/AI/322

Fireworks display on the 4th of July - ST/IC/1991/40

General Assembly and Conference buildings: Second floor as a restricted area - ST/IC/89/23

Meditation Room located in the visitors' lobby of the General Assembly building - ST/IC/1990/79

Safeguarding of United Nations keys - ST/IC/84/33

Secretariat buildings:
--Environmental conditions - ST/IC/85/44; ST/IC/1990/82
--Shutdown of electrical power - ST/IC/1991/6; ST/IC/1991/16

United Nations bookshop service for staff members - ST/AI/244

Use of Dag Hammarskjöld Memorial Library building - ST/AI/145/Rev.1; ST/AI/335 (paras. 7-8)

Use of United Nations premises:
--Official meetings and conferences - ST/AI/145/Rev.1; ST/AI/335
--Informal meetings - ST/AI/335
--Luncheon meetings - ST/AI/282 (paras. 3-5); ST/IC/86/16

2. Garage

Access - ST/IC/83/61/Rev.1; ST/IC/86/7; ST/IC/88/2

Closure of the Garage service drive - ST/IC/86/7

Garage: maintenance work affecting parking facilities during the biennium 1990-1991 - ST/IC/89/71

Garage Review Board - ST/SGB/192; ST/AI/349; ST/IC/86/14 and Add.1
--Applications for the second review - ST/IC/85/37
--Membership - ST/IC/85/65
--Report and recommendations - ST/IC/86/14 and Add.1

Garage: safety, traffic and parking rules - ST/AI/349

Motorcycle and bicycle parking - ST/AI/349; ST/IC/86/33

Parking rates:
--Delegations - ST/IC/84/12
--Staff members - ST/IC/86/49; ST/AI/349

Vehicle service station - ST/IC/80/55

3. Passes

Grounds passes - ST/SGB/193; ST/AI/155/Rev.1/Amend.2 (para. 6); ST/IC/83/63

Material and package removal passes - ST/AI/193/Rev.1

Pass and Identification Unit office location - ST/IC/86/28

Personal identification cards: Headquarters (including retired staff) - ST/AI/333

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours - ST/AI/310

4. Safety

Guidelines for work with visual display units - ST/IC/84/18 and Amend.1

Prevention of accidents on entering or leaving the Headquarters area - ST/AI/120/Rev.2

Safety measures and accident prevention: reporting of work injuries - Staff Rules/ Appendix D/Rev.1 and Amend.1; ST/AI/120/Rev.2

5. Security

Authority of United Nations security officers - ST/AI/309/Rev.1

Delivery and picking up of personal packages - ST/IC/84/85; ST/IC/89/50

Material and package removal passes - ST/AI/193/Rev.1

Microcomputer viruses: prevention - ST/IC/1990/8

Safeguarding of United Nations keys - ST/IC/84/33

Security arrangements - ST/IC/84/91

Security of valuable articles; lost and found property - ST/AI/227

Valuables and confidential material - ST/IC/81/38; ST/AI/341

II. CLAIMS

Advisory Board on Compensation Claims: composition and functions - ST/SGB/Organization, annex I

Claims Board:
--Composition and functions - ST/SGB/Organization, annex I/ Amend.2; ST/AI/149/Rev.3
--Membership - ST/IC/89/69

Compensation and related rules: application to staff - Staff Rules/Appendix D/Rev.1 and Amend.1

Compensation for loss of or damage to personal effects - ST/AI/149/Rev.3

Compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations - ST/SGB/103/Rev.1; ST/AI/119

Death and disability coverage for members of the Joint Inspection Unit - ST/AI/235 and Corr.1

Designation, change or revocation of beneficiary - ST/ADM/SER.A/1315

Time-limits governing the submission of claims under the Staff Regulations and Rules - ST/AI/120/Rev.2; ST/AI/149/Rev.3; ST/ADM/SER.A/1312

Tort claims: resolution of - ST/SGB/230

III. COMMUNICATIONS, ARCHIVES AND RECORDS

1. Archives and records

Access to League of Nations archives - ST/SGB/135

Gifts and historical items: Preservation and disposition - ST/SGB/136

Sale of copies of United Nations recordings: procedure - ST/AI/67/Rev.6

United Nations archives and records management - ST/SGB/242; ST/AI/326 and Corr.1
--Secretary-General's private papers - ST/AI/326 (annex II) and Corr.1
--Secretary-General's records and archives - ST/AI/326 (annex I) and Corr.1

2. Communications, correspondence and mailing

Cable envelopes - ST/IC/77/30

Confidentiality of mailing lists and registers - ST/AI/341

Correspondence Manual - (see ST/DCS/4)

Delivery of personal packages, mail and periodicals to United Nations premises - ST/IC/84/45; ST/IC/89/50

Headquarters postal address - ST/IC/81/64

Messenger unit zoning system - ST/IC/89/21

Outgoing official United Nations mail at Headquarters: general principles and procedures - ST/AI/82; ST/AI/189/Add.10; ST/AI/271; ST/AI/341

Telegraph form - ST/AI/330

Telephone communication services to the United Nations Office at Geneva, the United Nations Office at Vienna and the Economic Commission for Latin America and the Caribbean - ST/IC/1990/51

Telephone dialling procedures - ST/IC/80/75; ST/IC/84/90; ST/IC/88/29; ST/IC/1990/51

Telephone system - ST/IC/78/22; ST/IC/86/66; ST/IC/87/29

Transmission of cables - ST/IC/86/61

United Nations Development Programme and the United Nations Children's Fund: Direct dialling from Headquarters - ST/IC/88/29

Use of airmail envelopes - ST/AI/271

Use of cable communications - ST/ADM/SER.A/1636

Use of "UNOGRAMME" (telegram-type letter form) - ST/AI/228

3. Pouch

Diplomatic pouch schedule - ST/IC/83/57

Diplomatic pouch service - ST/AI/368

IV. CONFERENCES

Official United Nations travel to and representation at conferences and meetings - ST/SGB/207/Rev.1; ST/AI/133; ST/AI/319

Scheduling of meetings and provision of conference services - ST/AI/211; ST/AI/335

Special conferences: planning, preparation and servicing - ST/SGB/160; ST/AI/249/Rev.3; ST/AI/335 (paras. 1-2); ST/AI/342

Use of United Nations premises for meetings, conferences and public events - ST/AI/145/Rev.1; ST/AI/282 (paras. 3-5); ST/AI/335

V. DOCUMENTS AND PUBLICATIONS

1. General

Desk-top publishing hardware and software: Standards - ST/AI/359; ST/AI/189/Add.26

Distribution of documents, meeting records, official records and publications - ST/AI/82; ST/AI/189/Add.3/Rev.2; ST/AI/341

Documentation for meetings - ST/SGB/184 and Add.1

Documentation for the Fifth Committee - ST/SGB/156

Publications Board: composition and functions - ST/SGB/Organization, annex I/Amend.3 and Corr.1 (English only)

2. Regulations for the control and limitation of documentation

Attribution of authorship - ST/AI/189/Add.6/Rev.3

Classification and declassification of documents - ST/AI/189/Add.16

Copyright in United Nations publications: general principles, practice and procedure - ST/AI/189/Add.9/Rev.2 and Add.1; ST/AI/189/Add.27

Covers and title pages of publications - ST/AI/189/Add.2 and Amend.1

Criteria for the selection of material to be issued as United Nations publications - ST/AI/189/Add.17

Depository libraries - ST/AI/189/Add.11/Rev.1 and Amend.1

Distribution of documents, meetings records, official records and publications - ST/AI/82; ST/AI/189/Add.3/Rev.2; ST/AI/341

Electronic publishing: Guidelines - ST/AI/189/Add.26; ST/AI/359

Exchange of United Nations documents and publications - ST/AI/189/Add.4

External publishing of United Nations manuscripts - ST/AI/189/Add.14/Rev.1

Initiation, approval and execution of the United Nations biennial publications programme - ST/AI/189/Add.1/Rev.2

Mailing of official United Nations documentation - ST/AI/82; ST/AI/189/Add.3/Rev.2; ST/AI/189/Add.10; ST/AI/271

Map publication guidelines - ST/AI/189/Add.25

Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat - ST/AI/189/Add.20/Rev.1

Mention of names of commercial firms in United Nations documents and publications - ST/AI/189/Add.18

Newsletters - ST/AI/189/Add.19

Out-of-stock material: Reissue - ST/AI/189/Add.13/Rev.1

Pricing of United Nations publications - ST/AI/189/Add.15

References and acknowledgements - ST/AI/189/Add.27; ST/AI/189/Add.9/Rev.2 and Add.1

Regulations for the control and limitation of documentation - ST/AI/189

Requests for documents services - ST/AI/189/Add.8/Rev.1

Stock review and disposal of official records and publications - ST/AI/189/Add.5/Rev.2

Supply to United Nations libraries of material not available through regular distribution channels - ST/AI/189/Add.12

Timetable for the planning and submission of documents for sessions of United Nations organs - ST/AI/189/Add.23

Use and disposition of papers and reports of seminars and similar *ad hoc* meetings - ST/AI/189/Add.22

Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications - ST/AI/189/Add.24

Use of the United Nations emblem on documents and publications - ST/AI/189/Add.21

Work-load estimates: Documentation - ST/AI/189/Add.7

VI. FINANCE

1. Financial arrangements

African Institute for Economic Development and Planning - ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/127 and Amend.1

International Trade Centre - ST/AI/315

Latin American Institute for Economic and Social Planning - ST/SGB/125/Rev.1 and Amend.1; ST/SGB/125/Rev.2 (Spanish only)

United Nations Emergency Force - ST/SGB/UNEF/2/Rev.2

United Nations Force in Cyprus - ST/SGB/UNFICYP/1

United Nations Research Institute for Social Development - ST/SGB/126 and Amend.1

United Nations Social Defence Research Institute - ST/SGB/134

2. General

Acceptance of remuneration from external sources - ST/AI/267

Administrative issuances: ST/SGB/100; ST/AI/226 and Amends.1-2
--Numerical index - ST/AI/218/Rev.13
--Subject index - ST/AI/218/Rev.13/Add.1

Board of Auditors: Changed audit emphasis - ST/AI/241

Certifying and approving officers - ST/AI/352
--List of certifying officers for the biennium 1990-1991 - ST/AI/352/Add.2/Rev.1

Cheque signatories and finance officers designated as approving officers: Separation of responsibilities and duties - ST/AI/256 and Add.1

Contributions from non-member States - ST/SGB/Financial Rules/1/Rev.3 (1985) (rule 105.8); ST/AI/233

Credit policy: Delegates Dining Room - ST/IC/84/86; ST/IC/86/16

Designation of staff members performing significant functions in financial management, personnel management and general administration - ST/SGB/213/Rev.1

Direct deposit of salary - ST/IC/1990/27

Financial administration: consultation and clearance by the Budget Division of submission of proposals having financial implications - ST/AI/223

Financial situation of the Organization - ST/SGB/215; ST/SGB/217; ST/SGB/222; ST/IC/86/17 and ST/IC/87/67 and Corr.1

Losses of cash - ST/AI/157

Mid-month salary advances: adjustment - ST/ADM/SER.A/1938

Non-reimbursable loans of personnel services from sources external to the United Nations common system - ST/AI/231/Rev.1

Official hospitality - ST/AI/192/Rev.1 and Corr.1 and Add.1

Official travel: procedures - ST/SGB/207/Rev.1; ST/AI/249/Rev.3; ST/AI/319

Overtime compensation at Headquarters - ST/AI/265; ST/AI/298 and Amend.1

Payroll clearance action: Personnel - ST/AI/155/Rev.2 and Amend.1

Payroll deduction for personal cheques returned by banks - ST/IC/84/46

Salary differential for General Service staff in the language-typing and word-processing units - ST/AI/259/Rev.10 and Amends.1-2

Solicitation of voluntary contributions within the Secretariat - ST/AI/104 (see also Staff Relief Committees, section XI.9 below)

Taxi fares - ST/AI/248 and Amend.1

United States taxes (see section XI.16 below)

3. Regulations and rules

Delegation of authority under the Financial Rules - ST/SGB/Financial Rules/1/Rev.3 (1985); ST/SGB/213/Rev.1; ST/AI/270/Rev.1; ST/AI/315

Delegation of financial authority to the International Trade Centre - ST/AI/315

Financial Regulations and Rules of the United Nations (series 100) - ST/SGB/Financial Rules/1/ Rev.3 (1985); ST/AI/270/Rev.1

Financial Regulations and Rules: Habitat and Human Settlements Foundation (series 300) - ST/SGB/UNHHSF/Financial Rules/3 (1978)

Financial Regulations and Rules of the United Nations Industrial Development Fund (series 400) - ST/SGB/UNIDF/Financial Rules/4 (1982)

Financial Rules for the Special Account for the United Nations Emergency Force - ST/SGB/UNEF/2/ Rev.2

Financial Rules of the Fund of the United Nations Environment Programme - ST/SGB/Financial Rules/2

Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation - ST/SGB/PPBME Rules/1 (1987)

4. Revenue-producing activities

Bookshop - ST/SGB/Financial Rules/1/Rev.3 (1985)

Catering arrangements - ST/IC/83/50; ST/IC/86/16; ST/IC/1991/47

Credit policy: Delegates Dining Room - ST/IC/84/86; ST/IC/86/16

Garage parking rates:
--Delegations - ST/IC/84/12
--Staff members - ST/IC/86/49; ST/AI/349

United Nations Medal Programme (see numerical index under ST/IC/- series)

United Nations stamps - (see numerical index under ST/IC/- series)

5. Trust funds

Establishment and management of trust funds - ST/SGB/188

General trust funds - ST/AI/284

Programme support accounts - ST/AI/286

Technical co-operation trust funds - ST/AI/285

United Nations International Drug Control Programme - ST/SGB/240; ST/SGB/203 (para. 3)

United Nations Social Defence Research Institute - ST/SGB/Organization, annex III; ST/SGB/134

VII. GENERAL OFFICE PROCEDURES

Acquisition, replacement and maintenance of office automation equipment - ST/AI/339
--Office automation standardization: Policies and procedures - ST/AI/347

Acquisition, use and support of microcomputers in the United Nations - ST/AI/355
--Desk-top publishing hardware and software: Standards - ST/AI/359; ST/AI/189/Add.26
--Electronic publishing: Guidelines - ST/AI/189/Add.26
--Microcomputer viruses: prevention - ST/IC/1990/8
--Operating system software to be used on personal computer local area networks - ST/IC/1991/18
--Software products for microcomputers - ST/IC/1991/4
--Training for office automation technology - ST/IC/1991/5
--Word-processing software for microcomputers: Standard - ST/AI/361

Confidentiality of mailing lists and registers - ST/AI/341

Desk-top publishing hardware and software: Standards - ST/AI/359; ST/AI/189/Add.26

Document copying and duplicating facilities - ST/ADM/SER.A/1214

Electronic publishing: Guidelines - ST/AI/189/Add.26; ST/AI/359

Forms management programme - ST/AI/261; ST/SGB/155

Management improvement programme in the Secretariat - ST/SGB/155; ST/AI/261

Microcomputer viruses: prevention - ST/IC/1990/8

Office automation standardization: Policies and procedures - ST/AI/347
--Desk-top publishing hardware and software: Standards - ST/AI/359
--Word-processing software for microcomputers: Standard - ST/AI/361

Office paper recycling programme in the Secretariat Building - ST/IC/88/18

Personnel directives - ST/IC/83/21 and Add.1-15

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Personnel records cards: Maintenance - ST/AI/105

Requisition for equipment, supplies or services - Form PT.72 - ST/AI/329

Safeguarding of United Nations keys - ST/IC/84/33

Secretariat procedures with regard to international instruments (conventions, agreements, treaties, etc.) - ST/AI/52

Secretary-General's bulletins, administrative instructions and information circulars - ST/SGB/100; ST/AI/226 and Amends.1-2;
--Numerical index to administrative issuances - ST/AI/218/Rev.13
--Subject index to administrative issuances - ST/AI/218/Rev.13/Add.1

Software products for micro-computers - ST/IC/1991/4

Telegraph form - ST/AI/330

Telephone dialling procedures: ST/IC/80/75; ST/IC/84/90; ST/IC/88/29; ST/IC/1990/51

Telephone system - ST/IC/78/22; ST/IC/86/66; ST/IC/87/29

Valuables and confidential material - ST/IC/81/38; ST/AI/341

Visual display units: Guidelines - ST/IC/84/18 and Amend.1

Word-processing software for microcomputers: Standard - ST/AI/361

Working languages of the Secretariat - ST/SGB/201; ST/SGB/212

VIII. LIBRARY

Dag Hammarskjöld Memorial Library:
--Building - ST/AI/145/Rev.1 (paras. 5-6)
--Usage - ST/AI/335 (paras. 7-8)

Establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters: procedures - ST/SGB/152

Library services - ST/AI/205

Library services: The New York Times Information Bank - ST/ADM/SER.A/1872

Newspapers: circulation - ST/ADM/SER.A/1932

Supply to the United Nations libraries of material not available through regular distribution channels - ST/AI/189/Add.12

United Nations Bibliographic Information System (UNBIS) - ST/IC/78/43

IX. MISSIONS

Medal for award to military personnel: Regulations - ST/SGB/119 and Amend.1

Mission service rosters: Professional, General Service and related categories - ST/IC/89/54

Mission subsistence allowance, assignment rates and conditions allowance - ST/SGB/114/Add.1

Movement of staff from the Field Service category to the Professional category - ST/AI/360

Review of the planning and management of peace-keeping missions and other special missions - ST/SGB/243

Senior Planning and Monitoring Group for Peace-keeping Operations - ST/SGB/233

Service with United Nations missions: policies governing staff detailment - ST/SGB/114 and Add.1; ST/SGB/165; ST/AI/245; ST/IC/89/54

United Nations Emergency Force: Financial Rules for the Special Account - ST/SGB/UNEF/2/Rev.2

United Nations Force in Cyprus: Regulations - ST/SGB/UNFICYP/1

United Nations Joint Staff Pension Fund: Participation of mission staff - ST/AI/197

United Nations Mission for the Referendum in Western Sahara (MINURSO) - ST/IC/1991/38

United Nations Observer Mission in El Salvador - ST/IC/1991/27

X. ORGANIZATIONAL STRUCTURE*

1. General

Administration and Management: Designation of Officer-in Charge and Acting Under-Secretary-General - ST/SGB/239

Appointment of senior officials - ST/SGB/236; ST/SGB/239

Changes in the functions and organization of Secretariat units - ST/SGB/150/Rev.1; ST/AI/346

Financial situation of the Organization - ST/SGB/215; ST/SGB/217; ST/SGB/222; ST/IC/86/17; ST/IC/87/67 and Corr.1

Group of High-level Inter-governmental Experts to Review the Efficiency of the Administrative and Financial Functioning of the United Nations:
--Report - ST/IC/86/43
--Decision of the General Assembly - ST/AI/336; ST/IC/87/63

Manpower utilization surveys: implementation and follow-up of recommendations - ST/SGB/138; ST/SGB/155; ST/ADM/SER.A/1336

Organization of the Secretariat - ST/SGB/Organization; ST/SGB/150/Rev.1; ST/AI/239; ST/AI/346; ST/ADM/SER.A/1778

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* Does not fully reflect the organizational restructuring under way. Appropriate Secretary-General's bulletins thereon will be issued in due course.

Organization Manual of the Secretariat - ST/SGB/Organization

Organizational nomenclature - ST/SGB/170 and Add.1

Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat - ST/SGB/209

Restructuring of Secretariat departments and offices - ST/AI/346; ST/SGB/150/Rev.1

Review of the planning and management of peace-keeping missions and other special missions - ST/SGB/243

2. Institutes

African Institute for Economic Development and Planning - ST/SGB/Organization, annex III; ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/Organization, annex III; ST/SGB/127 and Amend.1

International Research and Training Institute for the Advancement of Women - ST/SGB/214

Latin American Institute for Economic and Social Planning - ST/SGB/Organization, annex III; ST/SGB/125/Rev.1 and Amend.1; ST/SGB/125/Rev.2 (Spanish only)

United Nations Institute for Disarmament Research - ST/IC/83/9

United Nations Institute for Training and Research - ST/SGB/Organization, annex III; ST/IC/83/9

United Nations Research Institute for Social Development - ST/SGB/Organization, annex III; ST/SGB/126 and Amend.1

United Nations Social Defence Research Institute - ST/SGB/Organization, annex III; ST/SGB/134

3. Inter-agency boards and committees

Consultative Committee on Administrative Questions: functions - ST/SGB/Organization, annex II

International Civil Service Commission: functions - ST/SGB/Organization, annex II

International Computing Centre: functions - ST/SGB/Organization, annex II

Inter-organization Board for Information Systems and Related Activities (IOB) [now known as Advisory Committee for the Co-ordination of Information Systems (ACCIS)]: functions - ST/SGB/Organization, annex II

Joint Inspection Unit: functions - ST/SGB/Organization, annex II

Joint Staff Pension Board: functions - ST/SGB/Organization, annex II

4. Secretariat departments and units

Administration and Management - ST/SGB/Organization, section P and Corr.1; ST/SGB/213/Rev.1; ST/SGB/239; ST/SGB/243

Administrative Management Service - ST/SGB/Organization, section P (IV)/Rev.1; ST/SGB/100; ST/SGB/138; ST/SGB/155; ST/AI/226 and Amends. 1-2; ST/AI/261; ST/ADM/SER.A/1336

Central Evaluation Unit - ST/SGB/211; ST/SGB/223

Central Monitoring Unit - ST/SGB/196/Rev.1; ST/SGB/223

Centre for Human Settlements (HABITAT) - ST/SGB/168

Centre on Transnational Corporations - ST/SGB/Organization, section T/Rev.2; ST/SGB/197

Conference on Trade and Development: Secretariat of the United Nations - ST/SGB/Organization, section L

Conference Services - ST/SGB/Organization, section Q/Rev.2 and Corr.1

Dag Hammarskjöld Library - (see Conference Services above)

Disarmament Affairs - ST/SGB/Organization, section: DDA; ST/SGB/199; ST/IC/83/9

Disaster Relief Co-ordinator - ST/SGB/Organization, section N/Rev.2 and Corr.1 and Rev.2/Amend.1

Economic and Social Commission for Asia and the Pacific - ST/SGB/Organization, section K(II)

Economic Commission for Africa - ST/SGB/Organization, section K(IV)/Rev.1

Economic Commission for Europe - ST/SGB/Organization, section K(I)/Rev.1

Economic Commission for Latin America and the Caribbean - ST/SGB/Organization, section K(III), ST/SGB/208

Economic and Social Commission for Western Asia - ST/SGB/Organization, section K(V) and Amend.1

Electronic Data Processing and Information Systems Service - ST/SGB/Organization, section P(VI)

Environment Programme - ST/SGB/Organization, section O/Rev.1

Executive Office of the Secretary-General - ST/SGB/Organization, section C/Rev.1

Field operational and external support activities - ST/SGB/185

Financial Services - ST/SGB/Organization, section P(I) and Corr.1; ST/SGB/213/Rev.1; ST/SGB/223; ST/SGB/228 and Add.1/Rev.1; ST/SGB/PPBME Rules/1; ST/SGB/236; ST/SGB/243

General Services - ST/SGB/Organization, section P(III) and Amends.2-3; ST/SGB/182; ST/SGB/191; ST/SGB/213/Rev.1; ST/SGB/243
--Archives and records management - ST/SGB/241; ST/SGB/242; ST/IC/89/24
--Mail Operations Section - ST/SGB/182

Internal Audit Division - ST/SGB/Organization, section P(V)/Rev.1 and Corr.1

International Economic and Social Affairs - ST/SGB/161; ST/SGB/223

Law of the Sea - ST/SGB/Organization, section X

Legal Affairs - ST/SGB/Organization, section: OLA

Namibia: Office of the United Nations Commissioner - ST/SGB/Organization, section SPQRCDT/OCN

Office at Geneva - ST/SGB/Organization, section S and Amends.1-2 and Corr.1, Add.1 and Add.1/Amend.1; ST/SGB/186; ST/SGB/189
--Centre for Human Rights - ST/SGB/194

Office at Vienna - ST/SGB/Organization, section Z; ST/SGB/175; ST/SGB/218
--United Nations International Drug Control Programme - ST/SGB/240; ST/SGB/203 (para. 3)

Office for Programme Planning, Budgeting, Monitoring and Evaluation - ST/SGB/223; ST/SGB/228 and Add.1/Rev.1; ST/SGB/PPBME Rules/1; ST/SGB/236; ST/SGB/243

Office for Research and the Collection of Information - ST/SGB/Organization, section: ORCI; ST/SGB/225

Office of Human Resources Management - ST/SGB/224; ST/SGB/236

Office of the United Nations High Commissioner for Refugees - ST/SGB/Organization, section W

Personnel Services - ST/SGB/Organization, section P(II); ST/SGB/164; ST/SGB/213/Rev.1; ST/SGB/224; ST/SGB/236

Political and General Assembly Affairs: Office of the Under-Secretary-General - ST/SGB/Organization, section F/Rev.3
--Division for Palestinian Rights - ST/SGB/195
--Transfer of the United Nations Sahelian Office - ST/SGB/153

Political and Security Council Affairs - ST/SGB/Organization, section I and Amends.1-2, and Amend.3/Rev.1

Public Information - ST/SGB/Organization, section: DPI; ST/SGB/187

Regional Commissions Liaison Office - ST/SGB/205

Relief and Works Agency for Palestine Refugees in the Near East - ST/SGB/Organization, section Y

Secretariat Services for Economic and Social Matters - ST/SGB/163

Special Political Affairs: Office of the Under-Secretaries-General - ST/SGB/Organization, section D/Rev.1; ST/SGB/243

Special Political Questions, Regional Co-operation, Decolonization and Trusteeship and the Office of the United Nations Commissioner for Namibia: Department for - ST/SGB/Organization, section: SPQRCDT/OCN

Technical Co-operation for Development - ST/SGB/162; ST/SGB/178

Transfer of the United Nations Sahelian Office to the United Nations Development Programme - ST/SGB/153

United Nations Industrial Development Organization: conversion to a specialized agency - ST/SGB/218

World Food Council - ST/SGB/Organization, section V

5. Secretariat boards and committees

Advisory Board on Compensation Claims - ST/SGB/Organization, annex I

Appointment and Promotion Board:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1991/9

Appointment and Promotion Committee:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1991/9

Appointment and Promotion Panel:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1991/10

Career Development Committee - ST/SGB/166; ST/SGB/221; ST/AI/301 and Add.1; ST/AI/358; ST/IC/86/52; ST/IC/86/62

Central Examination Board - ST/SGB/173; ST/AI/362/Add.1

Claims Board:
--Composition and functions - ST/SGB/Organization, annex I/Amend.2; ST/AI/149/Rev.3
--Membership - ST/IC/89/69

Classification Appeals and Review Committee:
--Field Service - ST/AI/344; ST/AI/277
--General Service (Addis Ababa) - ST/AI/356
--General Service (New York) - ST/AI/358; ST/IC/89/77 (membership)
-- General Service (small and medium-sized duty stations) - ST/AI/369
--Professional posts - ST/AI/277; ST/IC/87/30 (membership)
--Security, guide and dispatch, and trade and craft work (New York) - ST/AI/358

Committee on Contracts - ST/SGB/Organization, annex I

Committee on the Employment of Women in the Secretariat - ST/SGB/Organization, annex I

Field Service Promotion Review Panel - ST/IC/1991/24

Garage Review Board - ST/SGB/192; ST/AI/349; ST/IC/86/14 and Add.1

Health and Life Insurance Committee - ST/SGB/Organization, annex I

Interdepartmental Committee for the Centre for Economic and Social Information - ST/SGB/Organization, annex I

Interdepartmental coordinating group of senior officials to supervise and direct implementation of various provisions of Security Council resolution 687 (1991) - ST/SGB/238

Interdepartmental Training Committee - ST/SGB/Organization, annex I; ST/SGB/144

Interdepartmental Working Group on Outer Space - ST/SGB/Organization, annex I

Joint Advisory Committee:
--Composition and functions - ST/SGB/Organization, annex I;
--At Headquarters - ST/SGB/200 and Amend.1
--Membership - ST/IC/1990/52

Joint Appeals Board:
--Composition and functions - ST/SGB/Organization, annex I; ST/IC/88/10
--Amendments to the Staff Rules - ST/AI/306
--Membership - ST/IC/1991/37
--Representation by counsel - ST/AI/351
--Secretary - ST/IC/1991/37

Joint Catering Advisory Committee - ST/IC/83/50

Joint departmental advisory panels on the internal reassignment of staff (ad hoc) - ST/AI/353

Joint Disciplinary Committee - ST/SGB/Organization, annex I; ST/IC/88/10
--Membership - ST/IC/88/24
--Representation by counsel - ST/AI/351
--Revised disciplinary measures and procedures - ST/AI/371
--Secretary - ST/IC/88/14

Panels of Counsel - ST/AI/351; ST/IC/88/10; ST/IC/88/11; ST/IC/1991/35

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1; ST/IC/88/10
--Membership - ST/IC/1990/50;
--Report - ST/IC/1990/28

Programme Planning and Budgeting Board - ST/SGB/228 and Add.1/Rev.1

Property Survey Board: Headquarters - ST/SGB/Organization, annex I; ST/AI/202

Publications Board - ST/SGB/Organization, annex I/Amend.3 and Corr.1

Senior Advisory Board on Services to the Public - ST/SGB/231

Senior Planning and Monitoring Group for Peace-keeping Operations - ST/SGB/233

Senior Review Group and procedure for the filling of posts at the Director (D-2) level - ST/SGB/244

Special Advisory Board - ST/SGB/Organization, annex I

Specialized Board of Examiners - ST/SGB/173; ST/AI/362/Add.2

Staff Incentive Review Committee: objectives and composition - ST/IC/85/39; ST/AI/320 and Add.1 and Add.1/Corr.1-2

Staff-Management Co-ordination Committee - ST/SGB/176/Rev.2

Standing Review Committee on Word-processing Training - ST/AI/325

Steering Committee for the Improvement of the Status of Women in the Secretariat:
-- Membership - ST/SGB/216 and Add.1-2
-- Report - ST/SGB/220; ST/SGB/226; ST/SGB/227; ST/SGB/229; ST/SGB/232; ST/SGB/237

Technological Innovations Board - ST/SGB/219 and Corr.1 and Add.1-3 (see also section XII.1 below)
--Membership of the Working Group of the Technological Innovations Board - ST/IC/1991/25

Technological Innovations Committees - ST/AI/345 (see also section XII.1 below)

Tort Claims Board - ST/SGB/230

Visa Committee - ST/SGB/Organization, annex I

Working Group on Relations between Non-Governmental Organizations and the Secretariat and United Nations Programmes - ST/SGB/209

6. Units servicing voluntary programmes

African Institute for Economic Development and Planning - ST/SGB/Organization, annex III; ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/Organization, annex III; ST/SGB/127 and Amend.1

International Research and Training Institute for the Advancement of Women - ST/SGB/214

Latin American Institute for Economic and Social Planning - ST/SGB/Organization, annex III; ST/SGB/125/Rev.1 and Amend.1 (English only); ST/SGB/125/Rev.2 (Spanish only)

United Nations Children's Fund - ST/SGB/Organization, annex III (see also E/ICEF/Misc.131)

United Nations Development Programme - ST/SGB/Organization, annex III

United Nations Fund for Population Activities - ST/SGB/Organization, annex III

United Nations Institute for Training and Research - ST/SGB/Organization, annex III

United Nations International Drug Control Programme - ST/SGB/240; ST/SGB/203 (para. 3)

United Nations Research Institute for Social Development - ST/SGB/Organization, annex III; ST/SGB/126 and Amend.1

United Nations Social Defence Research Institute - ST/SGB/Organization, annex III; ST/SGB/134

United Nations University - ST/SGB/Organization, annex III

XI. PERSONNEL

1. Administration/staff relations

Administrative issuances: ST/SGB/100; ST/AI/226 and Amends.1-2
--Numerical index - ST/AI/218/Rev.13
--Subject index - ST/AI/218 Rev.13/Add.1

International civil service: security, safety and independence - ST/SGB/198
--Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Joint Advisory Committee:
--Composition and functions - ST/SGB/Organization, annex I
--At Headquarters - ST/SGB/200 and Amend.1
--Membership - ST/IC/1990/52

Joint Appeals Board:
--Composition and functions - ST/SGB/Organization, annex I; ST/IC/88/10
--Amendments to the Staff Rules - ST/AI/306
--Membership - ST/IC/1991/37
--Representation by counsel - ST/AI/351
--Secretary - ST/IC/1991/37

Joint Catering Advisory Committee - ST/IC/83/50

Joint departmental advisory panels on internal reassignment of staff: guidelines for ad hoc - ST/AI/353

Joint Disciplinary Committee - ST/SGB/Organization, annex I; ST/IC/88/10
--Membership - ST/IC/88/24
--Representation by counsel - ST/AI/351
--Revised disciplinary measures and procedures - ST/AI/371
--Secretary - ST/IC/88/14

Panels of Counsel - ST/AI/351; ST/IC/88/10; ST/IC/88/11; ST/IC/1991/35

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1; ST/IC/88/10
--Membership - ST/IC/1990/50
--Report - ST/IC/1990/28

Personnel directives - ST/IC/83/21 and Add.1-15

Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level - ST/SGB/206

Special Advisory Board: composition and functions - ST/SGB/Organization, annex I

Staff-Management Co-ordination Committee - ST/SGB/176/Rev.2

Staff-management relations: decentralization of consultation procedure - ST/SGB/172; ST/SGB/206

Staff representation activities - ST/IC/81/47

Staff representatives: facilities to be provided - ST/AI/293

Steering Committee for the Improvement of the Status of Women in the Secretariat:
--Membership - ST/SGB/216 and Add.1-2
--Report - ST/SGB/220; ST/SGB/226; ST/SGB/227; ST/SGB/229; ST/SGB/232; ST/SGB/237

2. Allowances, entitlements and grants

Assignment grant - ST/SGB/114 and Add.1; ST/AI/364 and Corr.1 (French only) and Add.1-2

Children's allowance for staff in the Professional and higher categories and in the Field Service category - ST/IC/89/11

Dependency allowance or benefit for disabled children - ST/AI/366

Dependency allowances - ST/IC/82/48; ST/IC/89/11; ST/IC/1990/35; ST/IC/1991/54

Dependency benefits: Status report, request for payment of dependency benefits and housing assistance information - ST/IC/1991/20

Dependency status: Definition - ST/AI/278/Rev.1; ST/IC/1991/20

Education grant and special education grant for disabled children - ST/AI/181/Rev.9; ST/AI/249/Rev.3 (para. 2 (c))

Education grant questionnaire - ST/IC/86/26

Home leave - change of place of home leave and change of country of home leave - ST/AI/367

Language allowance for staff in the Trades and Crafts category at Headquarters - ST/IC/1990/63

Mobility and hardship allowance - ST/AI/363 and Corr.1 and Add.1-2; ST/IC/1990/37
--Application to Field Service category - ST/AI/363/Add.1

Non-resident allowance - ST/AI/314 and Add.1; ST/AI/350 and Amend.1

Reimbursement for travel by private automobile - ST/AI/224/Rev.1 and Amend.13

Reimbursement for work permit fees levied by the Egyptian authorities - ST/IC/89/22

Reimbursement of costs of basic medical examinations for family members - ST/AI/317 and Amend.4

Rental subsidies and deductions for staff at duty stations in Europe and North America - ST/AI/350 and Amend.1

Rental subsidies and deductions for staff at duty stations outside Europe and North America - ST/AI/275/Rev.2

Repatriation grant - ST/AI/262; ST/AI/269; ST/AI/300

Salaries and allowances: Currency of payments - ST/AI/230/Rev.2 and Corr.1-2 and Amend.1

Scheme of social security for the staff - ST/SGB/Staff Rules/1/Rev.7 and Corr.1 and Amends.1-2 (Rules 106.1-106.6)

Separation payments for staff in the Professional and higher categories and in the Field Service category- ST/IC/1991/17

Special entitlements for staff members serving at designated duty stations - ST/AI/280/Rev.6

Special post allowance - ST/AI/276

Spouse allowance - ST/IC/83/13

Staff Incentive Programme - ST/AI/320 and Add.1 and Add.1/Corr.1 (English only) and Add.1/Corr.2; ST/IC/85/39

Status report, request for payment of dependency benefits and housing assistance information - ST/IC/1991/20

Subsistence allowance:
--Assignment of staff to a duty station other than their official duty station for periods of less than one year - ST/AI/143/Rev.26 and Amends.5-6
--Computation of travel subsistence allowance - ST/AI/196 and Amend.1
--System of daily subsistence allowance - ST/AI/137 and Amend.5 and Add.1/Rev.1
--United Nations conferences - ST/AI/133

Survey of housing and domestic service for calculation of post adjustment - ST/IC/1991/55

3. Appeals

Administration of internal appeals and disciplinary systems: transfer of responsibilities and reform programme - ST/IC/88/10; ST/IC/88/11

Administrative Review Unit - ST/SGB/164

Classification Appeals and Review Committee:
--Field Service - ST/AI/344; ST/AI/277
--General Service (Addis Ababa) - ST/AI/356
--General Service (New York) - ST/AI/358; ST/IC/89/77 (membership)
-- General Service (small and medium-sized duty stations) - ST/AI/369
--Professional posts - ST/AI/277; ST/IC/87/30 (membership)
--Security, guide and dispatch, and trade and craft work (New York) - ST/AI/358

Disciplinary and appeals cases: members of Panel of Counsel - ST/AI/351; ST/IC/88/10; ST/IC/88/11; ST/IC/1991/35

Disciplinary measures and procedures: Revised - ST/AI/371

Grievance panels (see Panels on Discrimination and Other Grievances)

Joint Appeals Board: composition and functions - ST/SGB/Organization, annex I; ST/AI/306; ST/AI/351; ST/IC/88/10
--Membership and Secretary - ST/IC/1991/37

Joint Disciplinary Committee: composition and functions - ST/SGB/Organization, annex I: ST/IC/88/10
--Membership - ST/IC/88/24
--Representation by Counsel - ST/AI/351
--Revised disciplinary measures and procedures - ST/AI/371
--Secretary - ST/IC/88/14

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1; ST/IC/88/10
--Membership - ST/IC/1990/50
--Report - ST/IC/1990/28

Procedures for appeal of classification decisions for posts in the General Service and related categories in New York - ST/AI/358

Recourse procedures in the United Nations Secretariat - ST/IC/82/7; ST/IC/88/10

Representation by counsel in disciplinary and appeals cases: Assistance and - ST/AI/351; ST/IC/88/10; ST/IC/88/11; ST/IC/1991/35

Revised disciplinary measures and procedures - ST/AI/371

Secretary of the Joint Disciplinary Committee - ST/IC/88/14

Special Advisory Board: composition and functions - ST/SGB/Organization, annex I

Suspension pending investigation: amendment to Staff Rule 110.4 - ST/AI/307

Time-limits governing the submission of claims under the Staff Regulations and Rules - ST/AI/120/Rev.3; ST/AI/149/Rev.3; ST/ADM/SER.A/1312

4. Appointments, promotions, vacancy management and redeployment

Appointment and Promotion Board:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1991/9

Appointment and Promotion Committee:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1991/9

Appointment and promotion committees at designated offices away from Headquarters - ST/AI/242

Appointment and Promotion Panel:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1991/10

Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories - ST/AI/274 and Corr.1

Appointment of senior officials - ST/SGB/236; ST/SGB/239

Appointments, promotions and other staff changes - (Published quarterly; see numerical index under the series ST/IC/-)

Committee on the Employment of Women in the Secretariat - ST/SGB/Organization, annex I

Competitive examination for promotion to the Professional category - ST/SGB/173; ST/AI/362/Add.1-2; ST/AI/370 and Corr.1 (English only) and Add.1; ST/IC/1991/42 and Corr.1-2
--Central Examination Board: composition - ST/AI/362/Add.1
--Format and procedures - ST/IC/1991/42 and Corr.1-2
--Specialized Boards of Examiners - ST/AI/362/Add.2

Conditions for promotion and accelerated increment based on knowledge of second language (Professional category and above) - ST/AI/207

Consideration of family members for employment in the General Service category in New York - ST/IC/89/25

Consultants - ST/SGB/177; ST/AI/295; ST/AI/296; ST/AI/297; ST/AI/327

Contractors: Institutional or corporate - ST/AI/327

Employment of spouses - ST/AI/273

Equality of men and women in the Secretariat - ST/SGB/154; ST/IC/79/17/Rev.1

Field Service Promotion Review Panel - ST/IC/1991/24

Implementation of changes to salary policy in promotions - ST/AI/365 and Corr.1

Implementation of General Assembly resolution 41/213 - recommendation 15 of the Group of High-level Intergovernmental Experts: post reduction - ST/IC/87/63

Joint departmental advisory panels on internal reassignment of staff: guidelines for ad hoc - ST/AI/353

Language teachers: Granting of status of staff members - ST/AI/316

Movement of staff from the Field Service category to the Professional category - ST/AI/360

Outposting of staff - ST/SGB/114 and Add.1; ST/SGB/165; ST/AI/245; ST/IC/89/54

Part-time employment - ST/AI/291/Rev.1

Performance evaluation report system - ST/AI/240/Rev.2

Posting of notices of vacancies:
--General Service (Headquarters) - ST/AI/338 and Add.3-5; ST/IC/86/62; ST/IC/87/31
--Professional category - ST/AI/338 and Add.2-3 and Add.5-6 and Add.6/Amend.1; ST/IC/87/13 and Add.1-2

Procedure for the filling of posts at the Director (D-2) level: Senior Review Group - ST/SGB/244

Promotion policy and review (see also Vacancy management and staff redeployment below):
--General Service and related categories - ST/AI/338/Add.4
--Professional category - ST/AI/338/Add.2; ST/AI/338/Add.6 and Amend.1
--Salary policy in promotions - ST/AI/365 and Corr.1

Promotion registers (see numerical index under the series ST/IC/-)

Provisions for obtaining the services of individuals as technical co-operation personnel and Operational, Executive and Administrative Services (OPAS) officers - ST/SGB/177; ST/AI/297

Provisions for obtaining the services of individuals as temporary staff and individual contractors; and as consultants and participants in advisory meetings - ST/SGB/177; ST/AI/295; ST/AI/296; ST/AI/297; ST/AI/327

Salary policy in promotions - ST/AI/365 and Corr.1

Senior Review Group and procedure for the filling of posts at the Director (D-2) level - ST/SGB/244

Special post allowance to the Professional category - ST/AI/276

Termination of permanent appointment for unsatisfactory services: Procedure - ST/AI/222

Transfer and assignment - ST/SGB/114 and Add.1; ST/SGB/165; ST/AI/245

Vacancy management and staff redeployment:
--General Service and related categories (Headquarters) - ST/SGB/221; ST/AI/338 and Add.3-5; ST/AI/353; ST/IC/86/62; ST/IC/87/31
--Professional category - ST/SGB/221; ST/AI/338 and Add.2-3 and Add.5-6 and Add.6/Amend.1; ST/AI/353; ST/IC/87/13 and Add.1-2

5. Attendance, leave and working hours

Annual leave from designated duty stations: travel expenses - ST/AI/280/Rev.6

Home leave - change of place of home leave and change of country of home leave - ST/AI/367

Maternity leave - ST/AI/219/Rev.2

National holidays (see Official holidays - ST/AI/283)

Night differential - General Service and related categories - ST/AI/298 and Amend.1

Official holidays - ST/AI/283; ST/IC/1990/80

Overtime compensation at Headquarters - ST/AI/265; ST/AI/298 and Amend.1

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours - ST/AI/310

Release of staff members in bad weather or other conditions - ST/AI/260

Study programmes (external): study leave - ST/AI/281/Rev.1

Time, attendance and leave recording - ST/AI/221/Rev.1 and Amend.1

Time off for voting on United States election day - ST/IC/1990/72

Unauthorized absence - ST/IC/79/10

Working hours - ST/IC/1991/49

6. Delegation of authority

Administration of the Staff Regulations and Staff Rules - ST/SGB/151; ST/AI/234/Rev.1 and Amend.1

Delegation of authority under the Financial Rules - ST/SGB/Financial Rules/1/Rev.3 (1985); ST/SGB/213/Rev.1; ST/AI/270/Rev.1; ST/AI/315

Designation of staff members performing significant functions in financial management, personnel management and general administration - ST/SGB/213/Rev.1

7. Duties and obligations

Acceptance of gifts - ST/SGB/136

Conduct of staff members in relation to the General Assembly - ST/SGB/202

Conduct: Standards of conduct in the international civil service - ST/SGB/179; ST/ADM/SER.A/277; ST/IC/79/17/Rev.1; ST/IC/82/13; ST/IC/89/2

Confidential files: Abolition - ST/IC/82/77/Rev.1; ST/IC/88/19; ST/AI/292

Diplomatic plates: Unauthorized use - ST/IC/83/83

Equality of men and women in the Secretariat - ST/SGB/154; ST/IC/79/17/Rev.1

Obligations of staff members - ST/AI/182

Outside activities of members of the Secretariat - ST/AI/190/Rev.1

Rectification of date of birth or of other personal data - ST/AI/354

Service with United Nations missions - ST/SGB/114 and Add.1; ST/SGB/165; ST/AI/245; ST/IC/89/54

Staff conduct at meetings - ST/ADM/SER.A/1303

Transfer and assignment - ST/SGB/114 and Add.1; ST/SGB/165; ST/AI/245

8. Job classification systems

Classification Appeals and Review Committee:
--Field Service -ST/AI/344; ST/AI/277
--General Service (Addis Ababa) - ST/AI/356
--General Service and related categories (New York) - ST/AI/358; ST/IC/89/77 (membership)
--General Service (small and medium-sized duty stations) - ST/AI/369
--Professional posts - ST/AI/277; ST/IC/87/30 (membership)

Classification of posts in the General Service and related categories in small and medium-sized duty stations - ST/AI/369

General Service Classification Appeals and Review Committee (Addis Ababa) - ST/AI/356

General Service Classification Appeals and Review Committee (New York):
--Membership - ST/IC/89/77
--Terms of reference - ST/AI/358

Job classification for General Service and related categories in New York - ST/AI/301 and Add.1; ST/AI/358; ST/IC/89/77

Job classification for General Service category in Addis Ababa - Implementation of initial exercise - ST/AI/356

Job classification standards for security jobs at Headquarters - ST/AI/332 - see also ST/AI/301 and Add.1

Job classification system:
--Field Service category posts - ST/AI/344
--Professional jobs - ST/AI/277; ST/IC/87/30

9. General

Administrative issuances:
ST/SGB/100; ST/AI/226 and Amends.1-2
--Numerical index - ST/AI/218/Rev.13
--Subject index - ST/AI/218/Rev.13/Add.1

After-school recreation and study programme for United Nations children - ST/IC/1991/44

Arrangements for admission to premises, traffic, deliveries, catering facilities and commericial operations for the forty-sixth session of the General Assembly - ST/IC/1991/51

Bookshop discount for staff members - ST/AI/244

Currency of payments of salaries and allowances - ST/AI/230/Rev.2 and Corr.1-2 and Amend.1

Designation, change or revocation of beneficiary - ST/ADM/SER.A/1315

Direct deposit of salary - ST/IC/1990/27

Employee assistance in cases of alcohol/substance abuse - ST/AI/372

Filing of adverse material in personnel records - ST/AI/292; ST/IC/82/77/Rev.1; ST/IC/88/19

Fireworks display on 4th of July - ST/IC/1991/40

Guidelines for work with visual display units - ST/IC/84/18 and Amend.1

International civil service: security, safety and independence - ST/SGB/198
--Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Laissez-passer - ST/AI/155/Rev.2 (para. 5)

Official hospitality - ST/AI/192/Rev.1 and Corr.1 and Add.1

Official status files - ST/AI/292; ST/IC/82/77/Rev.1; ST/IC/88/19

Payroll clearance action: Personnel - ST/AI/155/Rev.2 and Amend.1

Payroll deduction for personal cheques returned by banks - ST/IC/84/46

Performance evaluation report system - ST/AI/240/Rev.2

Personal records cards: Maintenance - ST/AI/105

Personnel directives - ST/IC/83/21 and Add.1-15

Personnel questions: Action taken by the General Assembly at its forty-fifth session - ST/IC/1991/13 and Corr.1

Rectification of date of birth or of other personal data - ST/AI/354

Safety measures and accident prevention: reporting of work injuries - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1; ST/AI/120/Rev.2

Smoking in conference rooms and offices - ST/IC/85/42; ST/IC/87/18; ST/IC/87/54

Staff Incentive Programme - ST/AI/320 and Add.1 and Add.1/Corr.1 (English only) and Add.1/Corr.2; ST/IC/85/39

Staff Relief Committees, United Nations - ST/AI/104 (see also Solicitation of voluntary contributions within the Secretariat, section VI.2 above):
--Bangladesh - ST/IC/1991/31
--China - ST/IC/1991/43
--Philippines - ST/IC/1991/50

Status report, request for payment of dependency benefits and housing assistance information - ST/IC/1991/20

Taxi fares - ST/AI/248 and Amend.1

Telephone dialling procedures - ST/IC/80/75; ST/IC/84/90; ST/IC/88/29; ST/IC/1990/51

Telephone system - ST/IC/78/22; ST/IC/86/66; ST/IC/87/29; ST/IC/1990/51

Time off for voting on United States election day - ST/IC/1990/72

Unauthorized use of diplomatic plates by Secretariat officials - ST/IC/83/83

United Nations International School: International education for children of United Nations staff at Headquarters - ST/IC/1991/36

Wearing of grounds passes - ST/SGB/193; ST/IC/83/63

Working hours - ST/IC/1991/49

Working languages of the Secretariat - ST/SGB/201; ST/SGB/212

10. Medical and other insurance

Addresses and telephone numbers for claims and benefit inquiries: Insurance carrier - ST/IC/1991/33 (Annex X)

After-service health insurance - ST/AI/172 and Amends.2-3 and Add.2

Children's age limitation in United Nations health insurance schemes - ST/IC/86/72

Changes in the administration of the Blue Cross component of the Headquarters Blue Cross/Aetna Major Medical scheme - ST/IC/86/20

Employee assistance in cases of alcohol/substance abuse - ST/AI/372

Group life insurance:
--Changes in coverage - ST/IC/78/38
--Premium rate reduction - ST/IC/89/70
--Waiver of automatic increase - ST/IC/1991/29

Health and Life Insurance Committee: Composition and functions - ST/SGB/Organization, annex I

Medical and dental insurance plans and schemes - (Blue Cross/AETNA, HIP/HMO, GHI and MIP); ST/IC/80/52; ST/IC/84/4; ST/IC/84/53, ST/IC/84/78; ST/IC/87/33; ST/IC/88/52; ST/IC/1990/85; ST/IC/1991/33; ST/AI/343
--Annual enrolment campaign - ST/IC/1991/33
--Reimbursement of prescription drugs under the Blue Cross Wraparound Plus insurance plan - ST/IC/1990/85
--Revised insurance claim form - ST/IC/82/60

Medical insurance plan (MIP) for locally recruited staff at designated duty stations - ST/IC/87/33; ST/AI/343

Medical scheme for staff appointed under the 300 series of the Staff Rules - ST/IC/86/44

Personal insurance assistance programme (automobile, homeowner, renter, travel insurance; also, health insurance not covered by the United Nations group schemes) - ST/ADM/SER.A/1459

Reimbursement of costs of basic medical examinations for family members - ST/AI/317 and Amend.4

Reimbursement of prescription drugs under the Blue Cross Wraparound Plus insurance plan - ST/IC/1990/85

Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1; ST/AI/120/Rev.2

Van Breda medical, hospital and dental insurance scheme for staff away from Headquarters - ST/IC/1990/84; ST/IC/1991/45

11. Pensions, post-retirement services and employment beyond retirement

After-service health insurance - ST/AI/172 and Amends.2-3 and Add.2

Employment beyond the age of retirement: Retention in service - ST/AI/213/Rev.1

Increase in contributions to the United Nations Joint Staff Pension Fund - ST/IC/1990/10

Joint Staff Pension Board: composition and functions - ST/SGB/Organization, annex II

Participation of mission staff in the United Nations Joint Staff Pension Fund - ST/AI/197

Pensionable remuneration on promotion to the Professional category - ST/AI/209

Pensionable remuneration scales for staff in the Professional and higher categories and for staff in the Field Service category - ST/IC/1990/76

Personal identification cards for retired staff members - ST/AI/333

Retention in service and employment beyond the age of retirement - ST/AI/213/Rev.1

Scheme of social security for the staff - ST/SGB/Staff Rules/1/Rev.7 and Corr.1 and Amends.1-2 (Rules 106.1-106.6)

Tax equalization - Joint Staff Pension Fund - ST/SGB/171

12. Post adjustment

Application of remuneration correction factor to post adjustment at Geneva and Vienna; implementation of Administrative Tribunal Judgement No. 421 - ST/IC/88/55

Post adjustment classification for New York - ST/IC/1991/19

Survey of housing and domestic service for calculation of post adjustment - ST/IC/1991/55

13. Salary scales and payments

Conference and other short-term staff - ST/SGB/Staff Rules/3/Rev.4 and Corr.1

Currency of payments of salaries and allowances - ST/AI/230/Rev.2 and Corr.1-2 and Amend.1

Field Service category - ST/IC/1990/76; ST/IC/1991/15 and Corr.1

General Service categories (including Security Service, Trades and Crafts, Public Information Assistants and Language teachers) - ST/IC/87/67 and Corr.1; ST/IC/1990/35 (paras. 5-6 only); ST/IC/1990/48; ST/IC/1990/66 (para. 4 only); ST/IC/1991/54

Language teachers - ST/AI/316; ST/IC/1990/35 (paras.5-6 only); ST/IC/1990/48; ST/IC/1991/54

Language-typing and word-processing units: Salary differential - ST/AI/259/Rev.10 and Amends.1-2

Long-service step in salary scales - General Service - ST/IC/87/46; ST/IC/1991/54

Night differential - General Service and related categories - ST/AI/298 and Amend.1

Overtime compensation at Headquarters - ST/AI/265; ST/AI/298 and Amend.1

Professional and higher categories - ST/SGB/Staff Regulations/Rev.21; ST/IC/1991/15 and Corr.1

Separation payments for staff in the Professional and higher categories and in the Field Service category - ST/IC/1991/17

14. Staff regulations and rules

Administration of the Staff Regulations and Staff Rules - ST/SGB/151; ST/AI/234/Rev.1 and Amend.1

Staff Regulations - ST/SGB/Staff Regulations/Rev.21

Staff Rules:
--Conference and other short-term service - ST/SGB/Staff Rules/3/Rev.4 and Corr.1
--Rules governing compensation - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1
--Secretariat personnel (series 100) - ST/SGB/Staff Rules/1/Rev.7 and Corr.1 and Amends.1-2
--Technical assistance project personnel (series 200) - ST/SGB/Staff Rules/2/Rev.7 and Corr.1 (English only)

15. Training, career development and examinations

Career development system - ST/SGB/166; ST/AI/277; ST/AI/301 and Add.1; ST/AI/358; ST/IC/86/52; ST/IC/86/62 (see also Vacancy management and staff redeployment below)

Competitive examination for promotion to the Professional category - ST/SGB/173; ST/AI/362 and Add.1-2; ST/AI/370 and Corr.1 (English only) and Add.1; ST/IC/1991/42 and Corr.1-2
--Central Examination Board: composition - ST/AI/362/Add.1
--Format and procedures - ST/IC/1991/42 and Corr.1-2
--Specialized Boards of Examiners - ST/AI/362/Add.2

Competitive examinations:
--1991: Arabic editors ST/IC/1990/81
--1991: Chinese editorial assistants - ST/IC/1991/11
--1991: Chinese translators - ST/IC/1991/28
--1991: English editors - ST/IC/1991/14
--1991: French interpreters - ST/IC/1991/21
--1991: Russian language head teacher - ST/IC/1991/23
--1991: Spanish translators/précis writers - ST/IC/1990/70

External studies programme - ST/AI/281/Rev.1

In-service training and career development for Secretariat staff - ST/SGB/144 and ST/SGB/144/Rev.1 (French only)

Interdepartmental Training Committee: composition and functions - ST/SGB/Organization, annex I; ST/SGB/144

Internal reassignment of staff: guidelines for ad hoc joint departmental advisory panels - ST/AI/353

Language proficiency:
--Examinations - ST/IC/1990/83; ST/IC/1991/22
--Incentives for Professionals and above - ST/AI/207

Language training programme: academic year 1991-1992 - ST/IC/1991/32

Linguistic standards - Secretariat - ST/AI/113

National competitive examinations - ST/SGB/210

Staff Incentive Programme - ST/AI/320 and Add.1 and Add.1/Corr.1 (English only) and Add.1/Corr.2; ST/IC/85/39

Study leave - ST/AI/281/Rev.1

Training for office automation technology - ST/IC/1991/5

Vacancy management and staff redeployment:
--General Service and related categories (Headquarters) - ST/SGB/221; ST/AI/338 and Add.3-5; ST/AI/353; ST/IC/86/62; ST/IC/87/31
--Professional category - ST/SGB/221; ST/AI/338 and Add.2-3 and Add.5-6 and Add.6/Amend.1; ST/AI/353; ST/IC/87/13 and Add.1-2

Word processing operations:
--Decentralization of basic training - ST/AI/325
--Guidelines for work with visual display units - ST/IC/84/18 and Amend.1
--Standard for word-processing software for microcomputers - ST/AI/361
--Tests - ST/AI/334
--Training for office automation technology - ST/IC/1991/5

16. United States taxes

Changes in United States tax legislation concerning individuals in the United States who are not United States nationals - ST/IC/84/74; ST/IC/1991/39

Investment income from United States sources: staff members who are not United States nationals - ST/IC/84/10; ST/IC/84/74

Payment of income taxes - ST/IC/84/80; ST/IC/87/64; ST/IC/1990/4; ST/IC/1991/2

Significant changes in United States estate tax and their possible effect on non-United States citizen staff members - ST/IC/1991/39

17. Visas

Employment of family members on G-4 visa - ST/AI/294; ST/IC/78/53; ST/IC/89/13; ST/IC/89/25

Household employees: procedure for obtaining G-5 visa - ST/AI/294

Information on staff members requested by the United States Mission - ST/IC/87/27 (English only) and Add.1 (English only)

Procedure for obtaining G-4 and G-5 visas - ST/AI/294

United States Immigration Reform and Control Act of 1986 - ST/IC/87/16 and Corr.1; ST/IC/89/7

United States Immigration Technical Corrections Act of 1988 - ST/IC/89/7

Visa Committee: composition and functions - ST/SGB/Organization, annex I

Visa status of non-United States staff - ST/AI/294

XII. PROPERTY AND SUPPLIES

1. Property control

Acquisition, replacement and maintenance of office automation equipment - ST/AI/339
--Office automation standardization: Policies and procedures - ST/AI/347

Acquisition, use and support of microcomputers in the United Nations - ST/AI/355
--Desk-top publishing hardware and software: Standards - ST/AI/359; ST/AI/189/Add.26
--Electronic publishing: Guidelines - ST/AI/189/Add.26
--Microcomputer viruses: prevention - ST/IC/1990/8
--Operating system software to be used on personal computer local area networks - ST/IC/1991/18
--Software products for microcomputers - ST/IC/1991/4
--Training for office automation technology - ST/IC/1991/5
--Word-processing software for microcomputers: Standard - ST/AI/361

Control of United Nations property covered by personal property receipts - ST/AI/97/Rev.2

Desk-top publishing hardware and software: Standards - ST/AI/359
--Guidelines for electronic publishing - ST/AI/189/Add.26

Document copying and duplicating facilities - ST/ADM/SER.A/1214

Economy in the use of stationery and office supplies - ST/ADM/SER.A/1814; ST/IC/88/18

Excess property - ST/AI/322

Material and package removal passes - ST/AI/193/Rev.1

Microcomputer viruses: prevention - ST/IC/1990/8

Office automation standardization: Policies and procedures - ST/AI/347
--Desk-top publishing hardware and software: Standards - ST/AI/359
--Word-processing software for microcomputers: Standard - ST/AI/361

Official cars: Policy on provision and use - ST/AI/337

Operating system software to be used on personal computer local area networks - ST/IC/1991/18

Property records and inventory control under revised definition of non-expendable property - ST/AI/208 and Amend.2

Property Survey Board: Headquarters - ST/SGB/Organization, annex I; ST/AI/202

Requisition for equipment, supplies or services - Form PT.72 - ST/AI/329

Safeguarding of United Nations keys - ST/IC/84/33

Securing United Nations property - ST/IC/81/38; ST/AI/341

Software products for microcomputers - ST/IC/1991/4

Technological Innovations Board - ST/SGB/219 and Corr.1 and Add.1-3; see also: ST/AI/339; ST/AI/345; ST/AI/347; ST/AI/355; ST/AI/359; ST/AI/361; ST/IC/1991/4; ST/IC/1991/5; ST/IC/1991/18; ST/IC/1991/25

Technological Innovations Committees - ST/AI/345; see also ST/AI/339; ST/AI/347; ST/AI/355; ST/AI/359; ST/AI/361; ST/IC/1991/4; ST/IC/1991/5; ST/IC/1991/18; ST/SGB/219 and Corr.1 and Add.1-3

Word-processing software for microcomputers: Standard - ST/AI/361

2. General

Authority for mailing official United Nations publications, supplies and equipment - ST/AI/82; ST/AI/189/Add.10

Committee on Contracts: composition and functions - ST/SGB/Organization, annex I

Energy conservation - ST/AI/323; ST/IC/89/34

XIII. PROTOCOL

Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs - ST/AI/118/Rev.1

United Nations Flag Code and Regulations - ST/SGB/132

XIV. TRAVEL AND TRANSPORTATION

1. Automobiles, baggage and customs

Accompanied excess baggage: Reimbursement of cost - ST/AI/229 and Add.1-2

Automobiles: Transportation of privately owned automobiles at United Nations expense - ST/AI/176/Rev.3 and Corr.1 and Add.1-3; ST/AI/224/Rev.1 and Amend.13

Duty-free and tax-free entry of baggage and effects into the United States - ST/AI/254 and Amends.1-2

Reimbursement for travel by private motor vehicle - ST/AI/224/Rev.1 and Amend.13

Shipping and insurance procedures for shipment of personal effects and household goods - ST/AI/238/Rev.1; ST/IC/1991/12

Travel and shipping restrictions - ST/IC/1991/12

Unaccompanied shipments and insurance coverage for personal effects and household goods - ST/AI/264/Rev.1 and Corr.1 and Amend.1 and Amend.1/Corr.1 (French only)

2. Expenses

Assignment of staff to a duty station other than their official duty station for periods of less than one year - ST/AI/143/Rev.26 and Amends.5-6

Computation of travel subsistence allowance - ST/AI/196 and Amend.1

Special entitlements for staff members serving at designated duty stations - ST/AI/280/Rev.6

Subsistence allowance:
--Assignment of staff to a duty station other than their official duty station for periods of less than one year - ST/AI/143/Rev.26 and Amends.5-6
--Computation of travel subsistence allowance - ST/AI/196 and Amend.1
--System of daily subsistence allowance - ST/AI/137 and Amend.5 and Add.1/Rev.1
--United Nations conferences - ST/AI/133

System of daily subsistence allowance - ST/AI/137 and Amend.5 and Add.1/Rev.1

Terminal expenses - ST/AI/206/Rev.3 and Amend.1

Travel expenses and subsistence allowances:
--Members of organs or subsidiary organs of the United Nations - ST/SGB/107/Rev.6
--United Nations conferences - ST/AI/133

3. General

Airline mileage credit - ST/IC/85/18; ST/IC/88/6

Control of travel on official business - ST/SGB/207/Rev.1; ST/AI/319

Education grant travel - ST/AI/249/Rev.3

Family visit travel - ST/AI/215/Rev.1; ST/AI/280/Rev.6

Home leave - change of place of home leave and change of country of home leave - ST/AI/367

Host country travel regulations - ST/IC/85/48; ST/IC/85/74 and Corr.1; ST/IC/85/76; ST/IC/86/4; ST/IC/87/42; ST/IC/88/57; ST/IC/89/10; ST/IC/1990/14; ST/IC/1990/16; ST/IC/1990/34; ST/IC/1990/67; ST/IC/1990/74; ST/IC/1991/3; ST/IC/1991/48

Information for United Nations travellers - ST/AI/257; ST/IC/1991/12

Mode and standards of travel - ST/AI/249/Rev.3

Official travel:
--Arrangements for approval - ST/AI/319
--Procedures - ST/SGB/207/Rev.1; ST/AI/319
--Travel and shipping restrictions - ST/IC/1991/12

Official travel agency at Headquarters - ST/IC/83/67

Official United Nations travel to and representation at conferences and meetings - ST/SGB/207/Rev.1; ST/AI/133; ST/AI/319

Option of a lump-sum payment for travel by air in lieu of provision by the Organization of travel tickets and related entitlements on home leave, education grant and family visit travel - ST/IC/1990/13

Standard of accommodation:
--Airline mileage credit -
ST/IC/85/18; ST/IC/88/6
--Travel time and rest stopovers -
ST/AI/249/Rev.3

Travel advance payments -
ST/IC/84/65

Travel and shipping restrictions -
ST/IC/1991/12

Travel time and rest stopovers -
ST/AI/249/Rev.3

Visas (see section XI.17 above)

INDEX

	Page
Absence: Unauthorized	22
Accelerated increment: Conditions for promotion	20, 28
Acceptance of gifts	22
Acceptance of remuneration from external sources	6
Access to League of Nations archives	3
Accommodation: Standard of	32
Accompanied excess baggage	30
Acquisition, replacement and maintenance of office automation equipment	8, 29
Acquisition, use and support of microcomputers	8, 29
Addresses and telephone numbers for claims and benefit inquiries (medical insurance carrier)	25
Administration and Management - Department of	10, 12
Administration of internal appeals and disciplinary systems - transfer of responsibilities, and reform programmes	19
Administration of the Staff Regulations and Staff Rules	22, 27
*Administration/staff relations	16
Administrative instructions and information circulars: Secretary-General's bulletins,	9
Administrative issuances	6, 16, 23
Administrative Management Service (now Management Advisory Service)	12
Administrative Review Unit	19
Advisory Board on Compensation Claims	2, 14
Advisory Committee for the Co-ordination of Information Systems (see Inter-Organization Board for Information Systems and Related Activities)	
African Institute for Economic Development and Planning	6, 11, 16
After-school recreation and study programme for United Nations children	23
After-service health insurance	25
Airline mileage credit	31
Airmail envelopes: Use of	4
Alcohol/substance abuse: Employee assistance in cases of	24, 25
*Allowances, entitlements and grants	17-19
Annual leave from designated duty stations - travel expenses	22
*Appeals	19-20
Appointment and Promotion Board	14, 20
Appointment and Promotion Committee	14, 20

* Indicates heading.

	Page
Appointment and Promotion Panel	14, 20
Appointment and promotion committees at designated offices away from Headquarters	20
Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories	20
Appointment of senior officials	10
*Appointments, promotions, vacancy management and redeployment	20-21
Approving officers: Certifying and	6
*Archives and records: Communications,	3-4
Arrangements for admission to premises, traffic, deliveries, catering facilities and commercial operations for sessions of the General Assembly	1, 23
Arrest or detention of staff members, other agents of the United Nations and members of their families: Reporting (see International civil service - security, safety and independence)	
Asian Institute for Economic Development and Planning	6, 11, 16
Assignment grant	17
Assignment of staff to a duty station other than their official duty station for periods of less than one year	30
*Attendance, leave and working hours	22
Authority for mailing official United Nations publications, supplies and equipment	30
Authority of United Nations security officers	2
*Automobiles, baggage and customs	30
*Baggage and customs: Automobiles,	30
Beneficiary: Designation, change or revocation of	3, 23
Board: Central Examination	14, 20, 27
Board of Auditors	6
Board of Examiners: Specialized	15, 20, 27
Boards: see Organizational Structure	
Bookshop	1, 7, 23
*Buildings, premises and security	1-2
Cables	3, 4
*Career development and examinations: Training,	27-28
Career Development Committee	14
Cars: Official	29
Catering arrangements	1, 7
Central Evaluation Unit	12
Central Examination Board	14, 20, 27

	Page
Central Monitoring Unit	12
Centre for Human Rights (Office at Geneva)	13
Centre for Human Settlements	12
Centre on Transnational Corporations - United Nations	12
Certifying and approving officers	6
Cheque signatories and finance officers designated as approving officers	6
*Claims	2-3
Claims Board	2, 14
Classification Appeals and Review Committees	14, 19, 23
Committee on Contracts	1, 14, 30
Committee on the Employment of Women in the Secretariat	14, 20
*Communications, archives and records	3-4
Compensation and related rules - application to staff	3, 25
Compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations	3
Compensation for loss of, or damage to, personal effects	3
Competitive examinations	20, 27
Conduct of staff members	22
Conference on Trade and Development - secretariat of the United Nations	12
Conference Services - Department of	12
*Conferences	4
Confidential files: Abolition	22
Confidential material: Valuables and	2, 9
Confidentiality of mailing lists and registers	3, 8
Conservation: Energy	1, 30
Consultants (including technical assistance personnel)	20
Consultative Committee on Administrative Questions	11
Contractors - institutional or corporate	20
Contracts: Committee on	1, 14, 30
Contributions from non-member States	6
Control of travel on official business	31
Control of United Nations property covered by personal property receipts	29
Copying: Document	8, 29
Copyright in United Nations publications	4
*Correspondence and mailing: Communications,	3
Currency of payments of salaries and allowances	18, 23, 26
*Customs: Automobiles, baggage and	30

	Page
Dag Hammarskjöld Library	9, 12
Dag Hammarskjöld Memorial Library building	1, 9
Death and disability coverage for members of the Joint Inspection Unit	3
Delegates Dining Room: Credit policy	6, 7
Delegation of authority under the Financial Rules	7, 22
Delivery and picking up of personal packages	2, 3
Department for Disarmament Affairs	12
Department for Special Political Questions, Regional Co-operation, Decolonization and Trusteeship and the Office of the Commissioner for Namibia	13
Department of Administration and Management	10, 12
Department of Conference Services	12
Department of International Economic and Social Affairs	13
Department of Political and Security Council Affairs	13
Department of Public Information	13
Department of Technical Co-operation for Development	13
Dependency allowances and benefits	17, 18
Dependency status: Definition	18
Deposit of salary: Direct	6, 23
Depository libraries	5
Designation of staff members performing significant functions	6, 22
Designation, change or revocation of beneficiary	3, 23
Desk-top publishing hardware and software - standards	4, 8, 29
Diplomatic plates: Unauthorized use	22, 25
Diplomatic pouch	4
Disarmament Affairs - Department for	12
Disaster Relief Co-ordinator - Office of the United Nations	12
Disciplinary and appeals cases	19
Disciplinary measures and procedures: Revised	19
Distribution of documents, meetings records, official records and publications	4, 5
Division for Palestinian Rights (Political and General Assembly Affairs)	13
Documentation for meetings	4
*Documents and publications	4-5
Documents services: Requests for	5
Drug Control Programme: United Nations International	8, 13, 16
*Duties and obligations	22
Duty-free and tax-free entry of baggage and effects into the United States	30

	Page
Economic and Social Commission for Asia and the Pacific - secretariat of the	12
Economic and Social Commission for Western Asia - secretariat of the	12
Economic Commission for Africa - secretariat of the	12
Economic Commission for Europe - secretariat of the	12
Economic Commission for Latin America and the Caribbean - secretariat of the	12
Economy in the use of stationery and office supplies	29
Education grant and special education grant for disabled children	18
Education grant travel	31
Electronic Data Processing and Information Systems Service	12
Electronic publishing	5, 8
Elevators	1
Emblem: Use of United Nations	5
Emergency measures for disposal of waste and related environmental conditions at Headquarters	1
Employee assistance in cases of alcohol/substance abuse	24, 25
*Employment beyond retirement: Pensions, post-retirement services and	26
Employment of family members in the General Service category: Consideration	20
Employment of family members on G-4 visa	28
Employment of spouses	20
Employment of Women in the Secretariat: Committee on	14, 20
Employment: Part-time	21
Energy conservation	1, 30
*Entitlements and grants: Allowances,	17-19
Environment Programme - secretariat of the United Nations	12
Environmental conditions: Secretariat buildings	1
Equality of men and women in the Secretariat	20, 22
Equipment: Acquisition, replacement and maintenance of office automation	8, 29
Equipment, supplies or services: Requisition for	9, 29
Establishment and maintenance of branch libraries and reference centres	9
Establishment and management of trust funds	8
Estate tax: Significant changes in United States (and their possible effect on non-United States citizen staff members)	28
*Examinations: Training, career development and	27-28
Excess property	1, 29
Exchange of United Nations documents and publications	5
Executive Office of the Secretary-General	12
Expenses: Terminal and travel	31
External studies programme	27

	Page
Family visit travel	31
Field Operational and External Support Activities, Office for	12
Field Service category:	
Mission subsistence allowance	9
Movement to Professional category	10, 21
Salary scales and payments	26
Separation payments	18, 27
Files: Official status - consolidation of personnel records into	24
Filing of adverse material in personnel records	23
*Finance	6-8
*Financial arrangements	6
Financial Regulations and Rules	7
Financial Services - Office of	12
Financial situation of the Organization	6, 10
Fireworks display	1, 24
Flag Code and Regulations: United Nations	30
Forms management programme	8
*Garage	1, 7
Garage Review Board	2, 14
General Assembly: Personnel questions	24
General Assembly: Conduct of staff members in relation to	22
General Assembly: Arrangements for admission to premises, traffic, deliveries, catering facilities and commercial operations for sessions of the	1, 23
*General office procedures	8-9
General Service Classification Appeals and Review Committees	14, 19, 23
General Services - Office of	12
General trust funds	8
Gifts: Acceptance of	22
Gifts and historical items - preservation of	3
Grievance panels	19
Grounds passes	2
Group life insurance	25
Group of High-level Intergovernmental Experts to Review the Efficiency of the Administrative and Financial Functioning of the United Nations	10

	Page
Hardship allowance: Mobility and	18
Headquarters postal address	3
Health and Life Insurance Committee	14, 25
Home leave - change of place of home leave and change of country of home leave	18, 22, 31
Hospitality: Official	7, 24
Host country travel regulations	31
Household employees - procedure for obtaining G-5 visa	28
Human Resources Management: Office of (formerly Office of Personnel Services)	13
Identification cards: Personal	2, 26
Immigration Reform and Control Act of 1986 and United States Immigration Technical Corrections Act of 1988: United States	29
Income taxes: Payment of	28
Information circulars: Secretary-General's bulletins, administrative instructions and	9
Information for United Nations travellers	31
Information on staff members requested by the United States Mission	28
Institutes	6, 11, 16
*Insurance: Medical and other	25-26
*Inter-agency boards and committees	11
Inter-Organization Board for Information Systems and Related Activities (now Advisory Committee for the Co-ordination of Information Systems)	11
Interdepartmental Committee for the Centre for Economic and Social Information	14
Interdepartmental coordinating group of senior United Nations officials to supervise and direct implementation of various provisions of Security Council resolution 687 (1991)	14
Interdepartmental Training Committee	14, 27
Interdepartmental Working Group on Outer Space	15
Internal Audit Division	12
Internal reassignment of staff - guidelines for *ad hoc* joint departmental advisory panels	28
International Civil Service Commission	11
International civil service - security, safety and independence	16, 24
International Computing Centre	11
International Economic and Social Affairs - Department of	13
International instruments (conventions, agreements, treaties, etc.) - Secretariat procedures with regard to	9

	Page
International Research and Training Institute for the Advancement of Women	11, 16
International Standard Book Number (ISBN) and International Standard Serial Number (ISSN) for United Nations publications: Use of the	5
International Trade Centre	6
Inventory control: Property records and	29
Issuances: Administrative	6, 16, 23
*Job classification systems	23
Joint Advisory Committee	15, 17
Joint Appeals Board	15, 17, 19
Joint Catering Advisory Committee	15, 17
Joint departmental advisory panels on the internal reassignment of staff - guidelines for ad hoc	15, 17, 21, 28
Joint Disciplinary Committee	15, 17, 19
Joint Inspection Unit: Death and disability coverage for members of the	3
Joint Inspection Unit - functions	11
Joint Staff Pension Board - United Nations	11, 26
Joint Staff Pension Fund: Increase in contributions to the United Nations	26
Joint Staff Pension Fund: Participation of mission staff in the United Nations	10, 26
Joint Staff Pension Fund, United Nations: Tax equalization	26
Keys: Safeguarding of	1, 2, 9, 29
Laissez-passer	24
Language allowance for staff in the Trades and Crafts category at Headquarters	18
Language proficiency	28
Language teachers	21, 26
Language training programme	28
Language-typing and word-processing units - salary differential	7, 26
Latin American Institute for Economic and Social Planning	6, 11, 16
Law of the Sea - secretariat of the Third United Nations Conference on the	13

	Page
League of Nations archives: Access to	3
*Leave and working hours: Attendance,	22
Leave: Study	28
Legal Affairs - Office of	13
Libraries: Depository	5
Library	1, 9, 12
Life insurance: Group	25
Linguistic standards - Secretariat	28
Lost and found property: Security of valuable articles	2
Losses of cash	6
Lump-sum payment for travel by air in lieu of provision by the Organization of travel tickets and related entitlements on home leave, education grant and family visit travel: Option of	31
Mail Operations Section (General Services - Office of)	12
*Mailing: Communications, correspondence and	3-4
Mailing lists and registers: Confidentiality of	3, 8
Mailing of official United Nations documentation	5
Mailing official United Nations publications, supplies and equipment: Authority for	30
Management Advisory Service (formerly Administrative Management Service)	12
Management improvement programme	8
Manpower utilization surveys - implementation and follow-up of recommendations	10
Manual of the Secretariat: Organization	11
Material and package removal passes	2, 29
Maternity leave	22
Medal for award to military personnel - regulations	9
Medal Programme - United Nations	8
*Medical and other insurance	25-26
Medical examinations for family members: Reimbursement of costs of basic	18, 25
Meditation Room located in the visitors' lobby of the General Assembly building	1
Messenger unit zoning system	3
Microcomputers in the United Nations: Acquisition, use and support of - guidelines for	8, 29
Microcomputer viruses - prevention	2, 8, 29
Mid-month salary advances - adjustment	6
Mission allowances for Field Service category	9, 17-19
*Missions	9-10
Mobility and hardship allowance	18

	Page
Mode and standards of travel	31
Motorcycle and bicycle parking	2
Movement of staff from the Field Service category to the Professional category	10, 21
Namibia - see Department for Special Political Questions Regional Co-operation, Decolonization and Trusteeship and the Office of the United Nations Commissioner for	
National competitive examinations	28
National holidays	22
Newsletters	5
Newspapers - circulation	9
Night differential	22, 27
Nomenclature: Organizational	11
Non-governmental organizations and the United Nations Secretariat: Policies and procedures governing the relationship between	11
Non-reimbursable loans of personnel services from sources external to the United Nations common system	6
Non-resident allowance	18
Obligations of staff members	22
Office at Geneva - United Nations	13
Office at Vienna - United Nations	13
Office automation equipment: Acquisition, replacement and maintenance of	8, 29
Office automation standardization - policies and procedures	8, 29
Office automation technology: Training	28
Office for Field Operational and External Support Activities	12
Office for Political and General Assembly Affairs and Secretariat Services (see Office of the Under-Secretary-General for Political and General Assembly Affairs and the Office of Secretariat Services for Economic and Social Matters)	
Office for Programme Planning, Budgeting, Monitoring and Evaluation	13
Office for Research and the Collection of Information	13
Office of Financial Services	12
Office of General Services	12
Office of Human Resources Management (formerly Office of Personnel Services)	13
Office of Legal Affairs	13

	Page
Office of Personnel Services (now Office of Human Resources Management)	13
Office of Programme Planning, Budget and Finance (see Office for Programme Planning, Budgeting, Monitoring and Evaluation)	
Office of Secretariat Services for Economic and Social Matters	13
Office of the Under-Secretaries-General for Special Political Affairs	13
Office of the Under-Secretary-General for Political and General Assembly Affairs	13
Office of the United Nations High Commissioner for Refugees	13
Office of the United Nations Disaster Relief Co-ordinator	12
*Office procedures: General	8-9
Office supplies: Economy in the use of stationery and	29
Official cars	29
Official holidays	22
Official hospitality	7, 24
Official status files - consolidation of personnel records into	24
Official travel	7, 31
Official United Nations travel to and representation at conferences and meetings	4, 31
Operating system software to be used on personal computer local area networks	29
Organization manual of the Secretariat	11
Organizational nomenclature	11
*Organizational structure	10-16
Outposting of staff from the established location of a department to another location	21
Outside activities of members of the Secretariat	22
Overtime compensation at Headquarters	7, 22, 27
Package removal passes: Material and	2, 29
Panels of Counsel	15, 17
Panels on Discrimination and other Grievances	15, 17, 19
Parking rates	2
Part-time employment	21
Pass and Identification Unit office location	2
*Passes	2
Payment of income taxes	28
Payroll clearance action: Personnel	7, 9, 24
Payroll deduction for personal cheques returned by banks	7, 24
Peace-keeping missions: Review of the planning and management of	10, 11

	Page
Peace-keeping Operations: Senior Planning and Monitoring Group	10, 15
Pension Board, United Nations: Joint Staff	11, 26
Pension Fund: Participation of mission staff in the United Nations Joint Staff	10, 26
*Pensions, post-retirement services and employment beyond retirement	26
Performance evaluation report system	21, 24
Personal computer local area networks: Operating system software	29
Personal identification cards	2, 26
Personal insurance assistance programme	25
*Personnel	16-29
Personnel directives	8, 17, 24
Personnel payroll clearance action	9, 24
Personnel questions - action taken by the General Assembly	24
Personnel records cards - maintenance	8, 24
Personnel Services - Office of (now Office of Human Resources Management)	13
Political and General Assembly Affairs - Office of the Under-Secretary-General for	13
Political and Security Council Affairs - Department of	13
Political Questions, Regional Co-operation, Decolonization and Trusteeship and the Office of the United Nations Commissioner for Namibia - Department for Special	13
*Post adjustment	26
Post adjustment classification for New York	26
Postal address: Headquarters	3
*Post-retirement services and employment beyond retirement: Pensions,	26
*Pouch	4
*Premises and security: Buildings,	1-2
Procedure for the filling of posts at the Director (D-2) level: Senior Review Group	15, 21
Programme Planning, Budget and Finance - Office of (see Programme Planning, Budgeting, Monitoring and Evaluation: Office for)	
Programme Planning and Budgeting Board	15
Programme support accounts	8
Promotion policy and review	21
Promotion registers	21
*Promotions, vacancy management and redeployment: Appointments,	20-21
*Property and supplies	29-30
Property: Excess	1, 29
Property Survey Board	15, 30
*Protocol	30
Public Information - Department of	13

	Page
Publications Board	4, 15
*Publications: Documents and	4-5
Publishing: Electronic	5, 8
Reassignment of staff, internal: Joint departmental advisory panels (ad hoc)	15, 17, 21, 28
*Records: Archives and	3
Records management: Archives and (General Services - Office of)	12
Recourse procedures	19
Rectification of personal data - request for	23, 24
Recycling programme in the Secretariat building: Office paper	8
Reference centres: Establishment and maintenance of branch libraries and	9
References and acknowledgements (in United Nations publications and documents)	5
Regional Commissions Liaison Office	13
Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	30
Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours	2, 22
*Regulations and rules (Finance)	7
*Regulations and rules (Staff)	27
*Regulations for the control and limitation of documentation	4-5
Reimbursement for work permit fees	18
Reimbursement of costs of basic medical examinations for family members	18, 25
Reimbursement of prescription drugs under the Blue Cross Wraparound Plus insurance plan	25
Release of staff members in bad weather and other conditions	22
Relief and Works Agency for Palestine Refugees in the Near East - United Nations	13
Relief Committees - United Nations: Staff (see also Solicitation of voluntary contributions within the Secretariat)	24
Remuneration from external sources: Acceptance of	6
Rental subsidies and deductions	18
Repatriation grant	18
Representation by counsel in disciplinary and appeals cases	19
Requisition for equipment, supplies or services	9, 29
Research and the Collection of Information: Office for	13

	Page
Restructuring of Secretariat departments and offices	11
Retention in service and employment beyond the age of retirement	26
*Revenue-producing activities	7
Review of the planning and management of peace-keeping missions and other special missions	10, 11
Revised disciplinary measures and procedures	19
Rules governing compensation in the event of death, injury or illness	25
*Rules: Staff regulations and	27
Safeguarding of United Nations keys	1, 2, 9, 29
*Safety	2
Safety measures and accident prevention - reporting of work injuries	2, 24
Sahelien Office: Transfer to UNDP	14
Salary advances: Mid-month	6
Salary differential for General Service staff in the language-typing and word-processing units	7, 26
Salary: Direct deposit	6, 23
Salary policy in promotions	21
*Salary scales and payments	26
Sale of copies of United Nations recordings - procedure	3
Scheduling of meetings and provision of conference services	4
Scheme of social security for the staff	18, 26
*Secretariat boards and committees	14-16
Secretariat buildings	1
*Secretariat departments and units	12-14
Secretariat of the Economic Commission for Africa	12
Secretariat of the Economic and Social Commission for Asia and the Pacific	12
Secretariat of the Economic Commission for Europe	12
Secretariat of the Economic Commission for Latin America and the Caribbean	12
Secretariat of the Economic and Social Commission for Western Asia	12
Secretariat of the Third United Nations Conference on the Law of the Sea	13
Secretariat of the United Nations Conference on Trade and Development	12
Secretariat of the United Nations Environment Programme	12
Secretariat of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	13
Secretariat of the World Food Council	14
*Secretariat: Organizational structure	10-16

	Page
Secretariat procedures with regard to international instruments (conventions, agreements, treaties, etc.)	9
Secretariat Services for Economic and Social Matters - Office of	13
Secretary of the Joint Disciplinary Committee	19
Secretary-General: Executive Office of the	12
Secretary-General's bulletins, administrative instructions and information circulars	9
Secretary-General's records and archives	3
Securing United Nations property	30
*Security	2
Security, safety and independence: International civil service	16, 24
Senior Advisory Board on Services to the Public	15
Senior Planning and Monitoring Group for Peace-keeping Operations	10, 15
Senior Review Group and procedure for the filling of posts at the Director (D-2) level	15, 21
Separation payments	18, 27
Shipping and insurance procedures for shipment of personal effects and household goods	30
Smoking in conference rooms and offices	24
Social security for the staff: Scheme of	18, 26
Software products for microcomputers	9, 30
Solicitation of voluntary contributions within the Secretariat (see also Staff Relief Committees - United Nations)	7
Special Advisory Board	15, 17, 20
Special conferences - planning, preparation and servicing	4
Special entitlements for staff members serving at designated duty stations	18, 31
Special Political Affairs - Office of the Under-Secretaries-General for	13
Special Political Questions, Regional Co-operation, Decolonization and Trusteeship and the Office of the United Nations Commissioner for Namibia - Department for	13
Special post allowance to the Professional category	21
Specialized Board of Examiners (see also Competitive examination for promotion to Professional category)	15
Spouse allowance	18
Staff conduct	23
Staff Incentive Programme	18, 24, 28
Staff Incentive Review Committee	15
*Staff regulations and rules	27
*Staff relations: Administration/	16-17

	Page
Staff Relief Committees - United Nations (see also Solicitation of voluntary contributions within the Secretariat)	24
Staff representation activities	17
Staff representatives - facilities to be provided	17
Staff-Management Co-ordination Committee	15, 17
Staff-management relations	17
Stamps: United Nations	8
Standard of accommodation	32
Standing Review Committee on Word-Processing Training	15
Stationery and office supplies: Economy in the use of	29
Status report, request for payment of dependency benefits and housing assistance information	18, 24
Steering Committee for the Improvement of the Status of Women in the Secretariat	15, 17
Stock review and disposal - official records and publications	5
Study leave	22
Subsistence allowance	19, 31
Substance abuse: Employee assistance in cases of alcohol/	24, 25
*Supplies: Property and	29-30
Survey of housing and domestic service for calculation of post adjustment	19, 26
Suspension pending investigation	20
Tax equalization - United Nations Joint Staff Pension Fund	26
*Taxes: United States	28
Taxi fares	7, 24
Technical Co-operation for Development - Department of	13
Technical co-operation trust funds	8
Technological Innovations Board	16, 30
Technological Innovations Committees at regional commissions and other locations away from Headquarters - establishment and operation	16, 30
Telegraph form	3, 9
Telephone communication services to the United Nations Office at Geneva, the United Nations Office at Vienna and the Economic Commission for Latin America and the Caribbean	3
Telephone system	4, 9, 24
Terminal expenses	31
Termination of permanent appointment for unsatisfactory services - procedure	21
Time, attendance and leave recording	22
Tort claims: Resolution of	3
*Training, career development and examinations	27-28

	Page
Training Committee: Interdepartmental	14, 27
Transfer and assignment	21, 23
Transnational Corporations, United Nations: Centre on	12
*Travel and transportation	30-32
Travel subsistence allowance: Computation of	31
*Trust funds	8
Unaccompanied shipments and insurance coverage for personal effects and household goods	30
Unauthorized absence	22
Unauthorized use of diplomatic plates by Secretariat officials	22, 25
United Nations archives and records management	3
United Nations Bibliographic Information System	9
United Nations Bookshop	1, 7, 23
United Nations Centre on Transnational Corporations	12
United Nations Children's Fund	4, 16
United Nations Commissioner for Namibia - Department for Special Political Questions, Regional Co-operation, Decolonization and the Office of the	13
United Nations Development Programme	4, 16
United Nations Disaster Relief Co-ordinator - Office of the	12
United Nations International Drug Control Programme	8, 16
United Nations Emergency Force	6, 10
United Nations Environment Programme - secretariat of the	12
United Nations Flag Code and Regulations	30
United Nations Force in Cyprus	6, 10
United Nations Fund for Population Activities	16
United Nations High Commissioner for Refugees: Office of the	13
United Nations Garage	1, 7
United Nations Industrial Development Organization - conversion to a specialized agency	14
United Nations Institute for Disarmament Research	11
United Nations Institute for Training and Research	11, 16
United Nations International School - International education for children of United Nations staff at Headquarters	25
United Nations Joint Staff Pension Board	11, 26
United Nations Joint Staff Pension Fund: Participation of mission staff	10, 26
United Nations Joint Staff Pension Fund: Tax equalization	26
United Nations Medal Programme	8

	Page
United Nations Mission for the Referendum in Western Sahara (MINURSO)	10
United Nations Observer Mission in El Salvador	10
United Nations Office at Geneva	13
United Nations Office at Vienna	13
United Nations Population Fund (see United Nations Fund for Population Activities)	
United Nations premises: Use of	1, 4
United Nations recordings: Sale of copies	3
United Nations Relief and Works Agency for Palestine Refugees in the Near East - secretariat of the	13
United Nations Research Institute for Social Development	6, 11, 16
United Nations Sahelian Office: Transfer of	14
United Nations Social Defence Research Institute	6, 8, 11, 16
United Nations Staff Relief Committees	24
United Nations stamps	8
United Nations telephone system	4, 9, 24
United Nations travel to and representation at conferences and meetings: Official	4, 31
United Nations University	16
United States election day: Time off for voting	22, 24
United States Immigration Reform and Control Act of 1986 and United States Immigration Technical Corrections Act of 1988	29
*United States taxes	28
*Units servicing voluntary programmes	16
UNOGRAMME: Use of	4
Vacancies: Posting of notices of	21
*Vacancy management and redeployment: Appointments, promotions	20-21
Valuables and confidential material	2, 9
Van Breda medical, hospital and dental insurance scheme for staff away from Headquarters	26
Vehicle service station	2
Viruses: Microcomputer - prevention	2, 8, 29
Visa Committee	16, 29
*Visas	28-29
Visual display units: Guidelines for work with	2, 9, 24
Voluntary contributions within the Secretariat: Solicitation (see also United Nations Staff Relief Committees)	7
Voluntary programmes: Units servicing	16
Voting on United States election day: Time off for	22, 24

	Page
Wearing of grounds passes	25
Women in the Secretariat: Committee on the Employment of	14, 20
Women in the Secretariat: Steering Committee for the Improvement of the Status of	15, 17
Word-processing operations	28
Work permit fees: Reimbursement	18
Work-load estimates - documentation	5
Working Group on Relations between Non-Governmental Organizations and the Secretariat and United Nations Programmes	16
*Working hours: Attendance, leave and	22
Working languages of the Secretariat	9, 25
World Food Council - secretariat of the	14
Zoning system: Messenger unit	3

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